



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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**TO** Directors, Exceptional Children Program  
Lead Administrators, Charter Schools  
Directors, State-Operated Programs

**FROM** William J. Hussey *WJH*

**DATE** November 28, 2017

## Schedule for December 2017 Periodic Child Count

NC 1505-3.4 (*Policies Governing Services for Children with Disabilities*) requires each local education agency (LEA) to certify Exceptional Children child counts to the North Carolina Department of Public Instruction. These child counts are taken on December 1 and April 1 of each year. The December 1 child count is used to generate federal funds and the April 1 child count is used for state funding purposes.

The submission schedule is as follows:

| LEA  | Submission Date             |
|--|-----------------------------|
| Initial Submission from all LEAs and all Charter Schools | 12/1/2017 through 12/8/2017 |
| Deadline for Certification Status                        | 12/15/2017                  |

EC Directors must review the child count, prior to submission, for errors such as duplicate records, incorrect age, grade, setting and disability. All of this information is available to daily users on the Periodic Count Export Student List in CECAS. Please remember that when certifying the Child Count, the EC Director is assuring that all data submitted is accurate.

LEAs submitting the child count to CECAS as reporting users need to ensure that the .xml file contains all required items. Incomplete .xml files will be deleted. For assistance with building an accurate complete .xml file, review the Third-Party Integration Supplement v1.6. This document is located on the Reporting User Info tab of the CECAS Communications website. The URL is <http://www.nccecas.org/reportinguser/reportinguser.html>.

According to the State Auditors, Directors of Exceptional Children Programs and Lead Administrators of Charter schools must certify the child count data. In order for this to occur, Directors of Exceptional Children Programs must use their “username” and “password” to log into CECAS to submit, verify and certify the child count before submitting the data. All errors must be corrected and all LEAs must certify their submissions no later than December 15, 2017.

Thank you for your attention to this vital transfer of information. If you require training assistance to submit the child count, please contact your Regional CECAS Trainer. If you have questions regarding child count procedures or technical issues while submitting the child count, please contact the CECAS Help Desk at (919) 807-4357, press 3 for CECAS, or email [cecas.incidents@its.nc.gov](mailto:cecas.incidents@its.nc.gov).

WJH/SHT/kb

## EXCEPTIONAL CHILDREN DIVISION

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